

## **CHAP Instructor Provider - CHAP Training Department**

### **Tracking Code**

20080751

### **Job Description**

#### **JOB SUMMARY**

Under general supervision, presents classroom training for Community Health Aide/Practitioners (CHA/P). Provides health care for patients at the Alaska Native Medical Centre (ANMC) and its allied clinics in order to improve healthcare delivery and consistency.

#### **REPRESENTATIVE DUTIES**

Delivers training to Community Health Aide/Practitioners from various Alaskan locations utilizing appropriate training, adult learning concepts and facilitation skills. Assures that training systems are results-oriented and return value to the organization. Reviews changes in CHAP program services, technologies and policies. Develops updates and revises training contents and schedule to meet new objectives. Researches, analyzes and evaluates new training materials and instructional methods. Prepares and coordinates the development of training programs and materials.

Instructs and guides Community Health Aides (CHA) in primary medical care, preventive health practices and healthcare administration. Prepares, administers, and scores tests, and maintains necessary records on students. Counsels students and provides special help as needed. Participates in committee and programmatic work to promote CHAP systems efficiency and effectiveness. Participates in continuing education as necessary to meet changing program needs and to maintain necessary professional skills.

Provides primary health care as required. Provides and documents medical assessments, treatments, medicines, and procedures to patients within scope of authority. Evaluates patient care and revises plan of care to meet individualized patient needs. Confers and consults with collaborating physician as needed. Collaborates with other professionals to provide continued care outside the limitations of the clinic.

Performs other duties as assigned or required.

#### **Required Skills**

Knowledge of training theories and practices including adult learning principles and the development of lesson plans.

Knowledge of professional protocols and practices in community healthcare and patient treatment, and the use of medical equipment and supplies.

Knowledge of medical terminology, anatomy, physiology and concepts of disease.

Knowledge of applicable federal, state, tribal and local regulations and requirements.

Knowledge of the principles of medical records management, and patient file documentation procedures.

Skill in analyzing clinical tests and examination results.

Skill in oral and written communication.

Skill in interpreting and analyzing patient care issues and regulations to develop training programs.

Skill in planning, organizing, scheduling and conducting in-service training classes.

Skill in providing effective patient care services.

Skill in evaluating public health problems, and making recommendations based on observations.

Skill in establishing and maintaining cooperative working relationships with other ANMC employees.

Skill in operating a personal computer utilizing a variety of software applications.

### **Required Experience**

#### **MINIMUM QUALIFICATIONS**

A Bachelor's Degree or a graduate of an accredited Physician Assistant Program. Or a Bachelor's degree from an accredited Nurse Practitioner Program (Preferably Masters prepared) AND two (2) years of mid-level health provider experience in primary care in remote Alaska; OR an equivalent combination of education and experience. Certification by NCCPA (National Commission on Certification of Physician Assistants) for PA is required. Certification by AANP (American Nurses Credentialing Center) or AANP (American Academy Of Nurse Practitioners) for Nurse Practitioners AND a State of Alaska License as a PA or ANP (Advanced Nurse Practitioner) is required.

#### **ADDITIONAL REQUIREMENTS**

Some incumbents in this job class may be required to obtain specific technical certifications. May be required to work outside the traditional work schedule. Must meet and maintain credentialing and privileging required by ANMC and external agencies. May be asked to apply for certification from (DEA) Drug Enforcement Administration.

#### **MINIMUM PHYSICAL REQUIREMENTS**

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work settings are in ANMC and Village Health Clinics. Work involves the potential exposure to infectious diseases. May be required to walk and carry objects weighing approximately 12 pounds. Requires occasional travel to remote locations by boat, snowmobile, ATV or small plane.

### **Job Location**

Anchorage, AK, US.

### **Position Type**

Full-Time/Regular